

**U.S. Department of Commerce  
International Trade Administration**



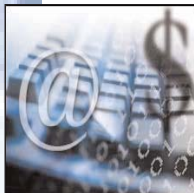
**SABIT**  
**Training Program**

# **2004 Grant Program Application**

**[www.mac.doc.gov/sabit](http://www.mac.doc.gov/sabit)**



**Impact**



**Results**



**Relationships**



**Access**

**New markets require innovative approaches...**

February 5, 2004

Dear U.S. Company/Organization:

Thank you for requesting the SABIT grant application kit. Applications from qualified U.S. companies and organizations will be accepted until **April 23, 2004**. Applications received after that date will be returned to the applicant, unopened. All SABIT awards will be made no later than September 30, 2004, according to the selection procedures noted in the SABIT *Federal Register* notice.

Please make sure you have received or downloaded the following documents (visit [www.mac.doc.gov/sabit](http://www.mac.doc.gov/sabit) to download a comprehensive SABIT grant application):

1. SABIT Application Checklist
2. Competitive Application Kit (Parts A, B, C, D, and E)
3. Federal forms SF 424, SF 424B, and CD 511
4. A copy of the February 5, 2004 *Federal Register* notice announcing availability of SABIT grant funds.
5. Frequently Asked Questions for SABIT Grant Applicants

This packet includes complete instructions for correctly applying for SABIT funding. If you choose to submit an application, it must consist of:

SABIT Application Checklist

Competitive Application Kit

Part A Summary/Basic Applicant Information

Part B Eurasian Intern Request

Part C Addenda: Training objectives statement, work plan, financial resources documentation, federal government performance record, and market survey for housing

Part D Guarantees and Acknowledgments

Part E BIS Statement

Federal Forms SF 424, SF 424B, and CD 511

We require one complete original application with original signatures (in blue or black ink) on the federal forms, and two complete copies. Federal forms must be copied double-sided. A third copy of the application would be appreciated. Please do not bind your applications.

PLEASE NOTE: Applications **must be received** by the SABIT Office by April 23, 2004. A **postmark by this date is not sufficient**. As regular mail may be subject to delay, SABIT highly recommends that you use a form of express mail (USPS Express Mail, FedEx, UPS, etc.) that is fast and easy to track. Below are unique addresses for both express mail and regular mail:

Address for <b>Express Mail Only</b> (Regular mail cannot be received here)	Address for <b>Regular Mail Only</b> (Express mail cannot be received here)
SABIT Program/USDOC FY04 Grants Franklin Court Building Suite 4100W 1099 14 <sup>th</sup> Street, NW Washington, DC 20005	SABIT Program/USDOC FY04 Grants FCB 4100W 1401 Constitution Avenue, NW Washington, DC 20230

Again, thank you for your interest in applying. Please contact SABIT at 202-482-0073 or [SABITApply@ita.doc.gov](mailto:SABITApply@ita.doc.gov) with any questions you have during the application process.

## SABIT GRANT APPLICATION INSTRUCTIONS

Please read these instructions, the applicable SABIT *Federal Register* notice, and the attached FAQ before you begin assembling your SABIT grant application! Following these directions will make the application process run more smoothly, saving you valuable time and effort.

If these documents do not adequately answer your questions about the SABIT grant application process, please contact SABIT via e-mail: [SABITapply@ita.doc.gov](mailto:SABITapply@ita.doc.gov) or by phone: 202-482-0073.

These instructions cover each document noted in the SABIT application packet, as follows:

1. Checklist for SABIT Grant Applicants
2. Competitive Application Kit
  - Part A Basic Applicant Information Form
  - Part B Eurasian Intern Request
  - Part C Addenda: Training objectives statement, work plan, financial resources documentation, federal government performance record, and market survey for housing
  - Part D Guarantees/Acknowledgments
  - Part E BIS Statement
3. Federal forms SF 424, SF 424B, CD 511

This is also the order in which all documents should be placed in the complete application packet for delivery. SABIT requires this document order so that application review may be expedited for all participants. Applications not assembled and forwarded in this order may take longer to process, which could impact your ability to receive a grant. **Applications missing documents will be returned to the applicant, unreviewed.**

Please do not include extraneous documents, including photographs, lists of research papers, certificates, or other items not noted above. If your company has an annual report, we do encourage you to provide a single copy of the report with your application. If your application is successful or if review panelists require additional information, SABIT may contact you to request more documentation.

**EXTREMELY IMPORTANT:** All blocks must be completed on all forms, even if the response is “Not Applicable.”

---

Public reporting for this collection of information is estimated to be 6 hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14<sup>th</sup> and Constitution Avenue, N.W., Washington, D.C. 20230.

## 1. CHECKLIST FOR SABIT GRANT APPLICANTS

This form is self-explanatory. It must be attached to the very top of the SABIT application packet before it is submitted. This is designed to assist you in verifying that all elements of the application are in place before you send it to SABIT. This form also will help SABIT expedite application intake, which in turn will help speed the review process.

## 2. COMPETITIVE APPLICATION KIT

### A. Basic Applicant Information Form

This document provides a quick summary of the applicant's funding request and correct contact information for SABIT and is mostly self-explanatory. For the sake of clarification, SABIT offers the following notes:

#### Items below the address lines:

In the block noted "County where company is located" please note the COUNTY name in the U.S. state where the applicant company/organization is located. Below this, please note your congressional district (i.e., MD-8, for the 8<sup>th</sup> Congressional District in Maryland.) If you do not know your congressional district, you may locate the information either by calling 202-224-3121 or online at <http://www.house.gov/writerep>.

Dun and Bradstreet Number: D&B is a company that tracks business information and is a reliable tool for SABIT to review applicant business history. **Per new Federal requirements, all grant applicants MUST have a D&B number, with no exceptions.** If your organization currently does not have a D&B number, it is easy and free of charge to obtain one; you may contact D&B on the Internet at [www.dandb.com](http://www.dandb.com) or by phone at 1-800-234-3867.

### B. Eurasian Intern Request Form

This form is self-explanatory, however SABIT offers these notes to clarify two points:

#### Length of Internship(s)

Note the length of the internships planned. If you plan multiple internships of different lengths, please note this here. (i.e., One 3-month internship; Two 6-month internships).

#### Amount Requested

Note the TOTAL amount of funding requested, using the 3, 4, 5, and 6 month maximums listed as your guidelines. **IMPORTANT:** SABIT provides funding ONLY for training programs of 3-6 months in length. Example: One 3-month internship and two 6-month internships equals a total request for \$35,800 (\$8,400 x 1 + \$13,700 x 2). This is the maximum award amount you may request; however, SABIT will determine the final award amount, based on your market survey for housing (see Addenda, Item 6.).

### C. Addenda

#### 1. Training Objectives Statement

On a separate page, please provide an objectives statement, clearly titled "Training Objectives" with your company name noted, indicating why your organization wishes to provide a professional training experience to a Eurasian manager or scientist. You must note how the proposed training would further the intent and goals of SABIT to provide practical, on-the-job, non-academic, non-classroom training for a professional-level intern.

**IMPORTANT:** SABIT training is designed to maximize trainee exposure to vital management skills and/or commercially-oriented scientific operations. As such, SABIT does not fund projects seeking to fill temporary work positions, offering low-level intern positions, or other projects that do not contribute significantly to SABIT's mission. The program goal is to place mid- to senior-level trainees in environments which will provide them with practical knowledge for transforming their countries enterprises and economies to the free market. SABIT abides by the provisions of the annual Foreign Operations, Export Financing, and Related Programs Appropriations Acts, concerning impact on jobs in the United States (see, e.g., 536 of Public Law 106-113).

If you have questions regarding SABIT's goals and mission, you are invited to contact SABIT at 202-482-0073 or visit our website at [www.mac.doc.gov/sabit/](http://www.mac.doc.gov/sabit/).

**2. Intern Description(s) and Resume(s)**

On a separate page, please provide descriptions for all the interns requested, clearly titled "Intern Description(s)" with your company name noted. This description should note the experience, education, and skills desired in a qualified candidate for the training you intend to provide.

If you desire interns from a specific region or country of Eurasia, you should indicate this as well. SABIT interns may come from any of the following Eurasian countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, or Uzbekistan

If you have already nominated candidates for training, you must also attach their resumes, immediately after the intern description page. Please note on the page: "Candidates already identified, resumes attached for review." Additionally, you must describe for SABIT the relationship you already maintain with the nominated candidates. Applications with interns nominated, but no resumes attached, will be returned to the applicant as incomplete.

**IMPORTANT NOTE:** SABIT is required to respect all U.S. Government funding restrictions, which are subject to change without notice. The U.S. Government currently has restrictions and/or limitations on training employees of the governments of Belarus and Russia. These restrictions, and any waivers of restrictions, are made by the U.S. Department of State, not the SABIT program. Information on current restrictions is available upon request, but new restrictions may be put into place after a grant is awarded. This may include not only government ministry officials, but also employees of universities, research facilities, and other organizations who receive a portion of their wages from the governments of the aforementioned countries. This should be kept in mind when nominating internship candidates.

**3. Work Plan**

The work plan is key to a successful application. Please attach a detailed work plan for the intended training, according to the template noted below. If you are providing different training plans for different interns, you **MUST** attach a separate work plan for each. If interns will be trained on the same plan, only one plan needs to be attached.

A realistic work plan must include:

- a. A detailed week-by-week description of internship activities
- b. A description of the intern's duties and responsibilities

- c. Complete contact information for the everyday internship coordinator (This person will be in daily contact with the intern.)
- d. Locations of training within your company, if your intern will be training in different divisions
- e. Locations of training outside of your company. If your intern will spend substantial amounts of time at one or more external companies (over one week) you **MUST** provide a letter from each of those companies, indicating their willingness and ability to provide the planned training.

#### WORK PLAN TEMPLATE

Your work plan **MUST** be submitted in the following format:

Clearly title this section “WORK PLAN” with your company name noted.

Below the title, provide the following details:

- 1. Number of months of training
- 2. Number of interns to be trained under this specific work plan
- 3. Name/contact details for everyday internship coordinator
- 4. One paragraph overview (titled “Work Plan Overview”) with short narrative description of the intended plan

Below these items, a week-by-week breakdown of the training **MUST** be provided in the format presented below. This format **MUST** be repeated for **EVERY** week of the intended training program.

#### EXAMPLE: WEEK 1

- Focus of activity: (Short statement)
- Intern activities, duties and responsibilities: 1-2 paragraphs **MAXIMUM**
- Location: (City, State – include division and/or outside trainer, if applicable)
- Coordinator of week’s training: Name and title of person who will primarily handle that week’s activities (this may be the same or different from the everyday internship coordinator who will serve as SABIT’s main contact at your company)

If desired, a page of additional notes or a schedule (particularly useful for scientific/research programs) may be added to the end of the plan.

#### **4. Financial Resources Documentation**

In order to meet the requirements for the SABIT application, you must provide evidence of adequate financial resources to cover costs involved in providing an internship. Evidence may include a published annual report, or a letter from your company’s outside, independent accountant, attesting to your financial ability to support the training program planned and the funds requested. If neither of these items is available, SABIT may accept a letter from your company’s bank. All letters must be on the accountant’s or bank’s letterhead, addressed to the United States Department of Commerce.

Bank statements, tax returns, and other documentation other than the reports or letters noted above, are **NOT** acceptable.

As SABIT grants are reimbursable agreements, this information is required to verify your company’s financial ability to support interns and carry out the planned training prior to reimbursement.

**5. Federal Government Performance Record Statement**

On a separate sheet, provide a brief notation, titled "Federal Government Performance Record," with your company name noted. Please indicate your company's record of performance in grants, contracts, and/or cooperative agreements with the Federal Government, if applicable. If you have no record to date, please indicate this. If you have already hosted SABIT interns, we would appreciate an update!

**6. Market Survey for Housing**

On a separate sheet, provide a short statement of the type of housing you intend to provide for your intern(s.) Please remember that each intern must have a private room. Additionally, attach market survey materials (i.e., classified ads, etc.) to provide sufficient proof of the actual cost of similar housing in your area. Keep in mind that SABIT reimburses housing costs up to \$500 per month (not including utilities or telephone service charges). For cities with higher costs of living, up to \$750 per month may be reimbursed. *This information will be used to determine your final award amount.*

**D. Guarantees/Acknowledgments for SABIT Applicants**

This form is self-explanatory. All items **must be initialed** by the appropriate company/organization official. **Checkmarks are not acceptable!** It is advisable to share the guarantees page with key members of your staff, to verify ability to meet all the guarantees stated. If you have any questions regarding the guarantees, please contact SABIT at 202-482-0073.

**E. BIS Statement**

On a separate sheet of paper, please provide a memo, titled "BIS Statement," indicating if you have had any interaction with the U.S. Department of Commerce Bureau of Industry and Security (BIS -formerly BXA) regarding any technologies involved in the proposed work plan.

The Department of Commerce Bureau of Industry and Security (formerly BXA, the Bureau of Export Administration) is the primary licensing agency for dual use exports (commercial items which could have military applications). These exports can either be actual, physical objects, or they can be "deemed exports," which is the transfer of knowledge. All applications that possibly involve technologies that BIS tracks will be submitted by SABIT to BIS.

BIS may recommend that companies apply for export licenses in some cases, and this license will be required before SABIT makes a final decision on an application. To expedite this process, we strongly recommend that you contact the BIS Exporter Counseling Division at 202-482-4811 to ascertain if the technology or knowledge transfer involved in your application requires an export license. Examples of applications SABIT must frequently forward to BIS for review include: information technology (hardware and software), automotive design, medical research and equipment, lasers and other optics, biotechnology, and any other technology that may potentially have dual use applications.

**IMPORTANT:** A review by BIS for license requirements can take a considerable amount of time, potentially adding months to the basic SABIT grant application review process. If your application is for a technical field, please consider contacting BIS in advance of your application to SABIT, to better understand the challenges you might face.

SABIT does not issue or control export licenses, and, therefore, cannot guarantee a specific turn-around time for technical applications requiring BIS review. SABIT cannot approve any grants forwarded to BIS until BIS has provided guidance to SABIT. In cases where it is determined that export licenses are required, SABIT cannot approve grants until the license has been issued.

Read more about BIS and export licenses online: <http://www.bxa.doc.gov/>.

**3. FEDERAL FORMS SF 424, SF 424B, CD 511**

Instructions for the SF 424 form may be found on the back of the actual form. The SF 424B and CD 511 forms are self-explanatory.

Please be certain that all forms are properly signed and dated and that all blocks are completed. All three forms are double-sided, and they should be returned double-sided in the original and both copies of the application packet.



**COMPETITIVE APPLICATION KIT**  
**for U.S. Companies and Organizations Interested in the**  
**U.S. Department of Commerce**  
**SPECIAL AMERICAN BUSINESS INTERNSHIP TRAINING (SABIT) PROGRAM**

**SUMMARY OF APPLICATION:**

Application for \_\_\_\_\_ to train \_\_\_\_\_ intern(s) from the  
 (Insert company name) (Insert number of interns)  
 following country (ies): \_\_\_\_\_

(may be any of the following: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, Ukraine, and/or Uzbekistan. If you have no specific country preference, please indicate above.)

Requesting: \$ \_\_\_\_\_.

Date submitted: \_\_\_\_\_.

**A. BASIC APPLICANT INFORMATION**

Name of Company:		Contact name for questions on application:
Company's Complete FedEx Address (No P.O. Boxes):		Contact's Address:
Company Website:		Tel: Fax: E-mail:
County where company is located:		Name of official authorized to sign award letter:
Number of Congressional District:		Authorized Official's Address:   Tel: Fax: E-mail:
Dun and Bradstreet number:		
For Office Use Only		
Where did you hear about SABIT?	Have you participated in SABIT before?	

Public reporting for this collection of information is estimated to be 6 hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14<sup>th</sup> and Constitution Avenue, N.W., Washington, D.C. 20230.

**B. INTERN REQUEST** –Please provide the requested information in the boxes on the left.

Nominated: yes no  Country of intern(s): _____ _____ _____ Willing to substitute: yes no	1. Intern Description If you have nominated them, please attach resumes. If you have not nominated them, you must provide a general description of your ideal candidate: – country of origin (if specific country or region desired); – education and work experience; and – company size <i>This information will allow our coordinators to help you recruit interns.</i>  SABIT has final approval on which interns will participate. If SABIT does not approve your interns (due to insufficient English or work experience, conflict of interest, or sanctions, et al.), are you willing to substitute others?
_____	2. Number of manager-interns you are requesting
_____	3. Number of scientist-interns you are requesting
_____	4. Length(s) of internship(s)
\$ _____	5. Total amount requested - based on length(s) of internship(s). The following amounts are the maximum amount that you can request per intern. It is recommended that you request the maximum amount, as it is not possible to increase the award amount after the round of funding closes. NOTE: SABIT funds <b>only</b> 3-6 month internships. <i>SABIT will determine your final award amount based upon your market survey for housing (See Addenda, Item 6).</i>  <div style="display: flex; justify-content: space-around;"> <div>           3 months=\$ 8,400            4 months=\$10,100         </div> <div>           5 months=\$ 11,900            6 months=\$13,700         </div> </div>
_____ _____ _____ _____	6. Are your interns in one of the following project funding priority industries? If so, which one(s)? (a). Agribusiness (including food processing and distribution, and ag. equip.) (b). Defense conversion (c). Energy (d). Environment (including environmental cleanup) (e). Financial services (including banking and accounting) (f). Housing, construction and infrastructure (g). Medical equipment, supplies, pharmaceuticals, and health care mgmt. (h). Product standards and quality control (i). Telecommunications (j). Transportation (k). Biotechnology
_____ _____ _____	7. Location(s) of internship(s). Please include if they will be training with other companies or organizations.
	8. Please describe proposed housing arrangements, keeping in mind that each intern <b>must</b> have his/her own private room (e.g., apartment, homestay, etc.) You must attach a market survey for the intended housing to this application (see Addenda, Item 6).

**C. ADDENDA**

**Please refer to the detailed instructions for the completion of these elements, located in the application instructions. Read the instructions carefully before drafting each item!**

On separate sheets of paper, please provide the following application elements:

- 1. Training Objectives Statement**  
*Your company's rationale for wanting to provide practical, on-the-job, non-classroom training to a Eurasian manager or scientist.*
- 2. Intern Description(s) and Resume(s)**  
*Detailed information on the interns your company intends to train.*
- 3. Work Plan**  
*The detailed, week-by-week plan for intern training. The work plan MUST follow the template described in the instructions.*
- 4. Financial Resources Documentation**  
*Verification of your company's ability to financially support interns in a reimbursable agreement arrangement.*
- 5. Federal Government Performance Record Statement**  
*Your record of activities in grants and other agreements with the U.S. Federal Government.*
- 6. Market Survey for Housing**  
*Documentation to verify the cost of appropriate intern housing in your training location.*

**D. GUARANTEES AND ACKNOWLEDGMENTS**

On behalf of \_\_\_\_\_, I, \_\_\_\_\_, hereby confirm that I have read the  
(insert company name) (insert your name)

*Federal Register* notice and all instructions for this grant application. I guarantee that all relevant parties in my company have reviewed the application documents. My company agrees to and understands the following:

**PLEASE INITIAL EACH BLANK – NO CHECKMARKS, PLEASE!**

- \_\_\_\_\_ If granted a SABIT award, my company will be reimbursed up to the award limit for three items only:
1. International airfare from the intern's home city to the initial U.S. training site. This can include trains or air travel to and from the airport in the country of origin, *only if the intern has receipts*. However, this does not include travel between training sites within the United States;
  2. Housing up to \$500 a month. In cities with higher costs of living, up to \$750 a month may be reimbursed. SABIT will require a market survey to determine prevailing costs for housing in your area;
  3. A \$34 per diem.

***All other expenses are my company's responsibility*** (i.e., training costs, medical insurance, intern visa fees, translation and interpreting fees, domestic U.S. travel costs, basic utilities). My company will also NOT be reimbursed for any expenses incurred before the grant is officially awarded.

\_\_\_\_\_ I understand that a SABIT award is a reimbursable agreement, and, as such, my company will not be provided funds in advance of program activity.

\_\_\_\_\_ I understand that my company may nominate internship candidates, SABIT has the final authority to approve or deny all candidates' participation, based upon their qualifications.

\_\_\_\_\_ I guarantee my company will provide the intern(s) with short-term emergency health and accident medical insurance. (SABIT can provide a list of insurance companies that provide short-term policies.)

\_\_\_\_\_ I guarantee my company will provide the intern(s) with appropriate housing, with a private room, for the duration of the training program.

\_\_\_\_\_ I guarantee that my company will provide the intern(s) with per diem of \$34/day for the duration of the training program, on an appropriate advance schedule, including 2 weeks of per diem on the day of arrival in the United States.

\_\_\_\_\_ I guarantee that my company supports SABIT's mission of increasing knowledge in Eurasia and will not provide employment or other reasons for the interns to remain in the United States. My company will return all interns to their home countries at the conclusion of their SABIT training.

\_\_\_\_\_ I understand that SABIT is required to respect all U.S. Government funding restrictions, which are subject to change without notice. The U.S. Government may have restrictions/limitations on training interns from certain Eurasian countries.

- \_\_\_\_\_ I understand that my company's application will be returned if:
1. I don't include the required original and two complete paper copies of the entire application, following ALL directions provided by SABIT;
  2. My application does not arrive in the SABIT Office by the deadline stipulated in the *Federal Register*.

\_\_\_\_\_ I understand the processing of applications takes at least 3-6 months, or longer, if certain technologies are involved, and I understand that SABIT cannot guarantee approval within this time frame.

\_\_\_\_\_ I understand that SABIT must request a Dun and Bradstreet (D&B) report on my company, and I have provided a D&B number with the application.

\_\_\_\_\_ If coordinating for/applying on behalf of several organizations, I understand that my company alone would hold the legal award relationship with the Department of Commerce, and, therefore would be responsible for all application/program paperwork. In addition, letters of agreement and work plans are attached from each company involved.

\_\_\_\_\_ I have read and understand the SABIT "Frequently Asked Questions" (FAQ) document.

**E. BIS STATEMENT**

*A statement regarding technologies that may be involved in the intended training plan.*

**Detailed instructions for the completion of this element are attached. Please read the instructions carefully before drafting your statement!**

*For Your Information:* The Department of Commerce Bureau of Industry and Security (formerly BXA, the Bureau of Export Administration) is the primary licensing agency for dual use exports (commercial items which could have military applications). These exports can either be actual, physical objects, or they can be “deemed exports,” which is the transfer of knowledge. All applications that possibly involve technologies that BIS tracks will be submitted by SABIT to BIS.

Read more about BIS online: [www.bxa.doc.gov/](http://www.bxa.doc.gov/)

# APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
<input type="checkbox"/> Construction	Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction			
<b>5. APPLICANT INFORMATION</b>				
Legal Name:		<b>Organizational Unit:</b>		
		Department:		
Organizational DUNS:		Division:		
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
Street:		Prefix:	First Name:	
City:		Middle Name		
County:		Last Name		
State:	Zip Code	Suffix:		
Country:		Email:		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□		Phone Number (give area code)		Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types)  Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b>  TITLE (Name of Program): □□-□□□□		<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date:	Ending Date:	a. Applicant		b. Project
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ . <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ . <sup>00</sup>	DATE:		
c. State	\$ . <sup>00</sup>	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ . <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ . <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ . <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
g. TOTAL	\$ . <sup>00</sup>			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix	First Name		Middle Name	
Last Name		Suffix		
b. Title		c. Telephone Number (give area code)		
d. Signature of Authorized Representative		e. Date Signed		

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>"New" means a new assistance award.</li> <li>"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <div style="display: flex; justify-content: space-between;"> A. Increase Award    B. Decrease Award  C. Increase Duration    D. Decrease Duration </div> </li> </ul>	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	

## CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)" and "Governmentwide Requirements for Drug-Free Workplace" and 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

### 1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, for prospective participants in primary covered transactions, as defined at 15 CFR Part 26, Sections 26.105 and 26.110 -

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 2. DRUG-FREE WORKPLACE REQUIREMENTS Alternate I. Grantees Other Than Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR Part 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's

workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, ZIP code):

---

---

Check ☐ if there are workplaces on file that are not identified here.

### Alternate II. Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

### 3. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan or loan guarantee over \$150,000, as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee

of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).**

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

## SABIT APPLICATION CHECKLIST

This checklist **MUST** be attached to the top of the each SABIT application packet.

*By affixing this checklist, the applicant acknowledges that the following documents are complete and attached, in this specific order:*

### Competitive Application Kit:

- \_\_\_\_\_ Summary/Basic Applicant Information Form
- \_\_\_\_\_ Eurasian Intern Request Form
- \_\_\_\_\_ Training Objectives Statement
- \_\_\_\_\_ Intern Description(s) and Resume(s)  
Please circle one:            Not nominated    Nominated, resumes attached
- \_\_\_\_\_ Work Plan
- \_\_\_\_\_ Financial Resources Documentation  
Please circle one:            Annual Report    Independent Accountant Letter    Bank Letter
- \_\_\_\_\_ Federal Government Performance Record Statement  
Please circle one:            No prior record    We have a performance record
- \_\_\_\_\_ Market Survey for Housing  
Please circle one:            Apartment            Homestay            Other
- \_\_\_\_\_ BIS Statement
- \_\_\_\_\_ Guarantees/Acknowledgments Page for SABIT Applicants

### Federal Forms:

- \_\_\_\_\_ SF 424
- \_\_\_\_\_ SF 424B
- \_\_\_\_\_ CD 511
- \_\_\_\_\_ Signatures have been completed in ink and dates on forms SF 424, SF 424B, and CD 511

### The following items are confirmed by the applicant:

- \_\_\_\_\_ One original and two complete copies are included in this packet to SABIT
- \_\_\_\_\_ A complete copy of the application has been retained by the applicant
- \_\_\_\_\_ FAQ and instructions read and understood by relevant applicant staff



## **FREQUENTLY ASKED QUESTIONS (FAQ) FOR SABIT GRANT APPLICANTS AND AWARD RECIPIENTS**

***Thank you for your interest in SABIT!***

SABIT often hears the same questions from many companies hosting SABIT interns. As a result, SABIT has developed this FAQ to address concerns that affect all of our award recipients. Please read this entire document and share it with your program team (program administrators, internship coordinators, contracts office, accounting staff, etc.) - it will help you get through the SABIT process and save you a great deal of time and frustration!

### **THE APPLICATION PROCESS**

**If I work overseas for a U.S. company, can I submit a company application?**

SABIT requires that all company applications come from a U.S.-based, U.S. registered entity, and are received (mailed) from the United States. Overseas offices of American entities are welcome to help in preparing the application, but there must be a U.S.-based contact for SABIT in case questions arise during the application review process.

**I am nominating a number of intern candidates. What if I decide later on that I would like to host some different people?**

SABIT evaluates grant applications separate from the intern(s) associated with a particular application. At this stage, SABIT is evaluating your company application only. Once your grant is awarded nominated candidates will then be reviewed and processed. You will be limited to the number of interns requested, but not to the specific individuals that you may have nominated (often as a result of visa restrictions).

SABIT reserves the right to offer approved applicants fewer interns for 3-6 month slots based on funding availability and Federal Performance Records.

**Once the grant application is approved, can I ask for an increase in the funding requested?**

No. Grant funds are awarded based upon the request made in the application. Grant recipients cannot request additional funds once an award is made.

**When will successful applicants receive award notification?**

All awards will be distributed by **September 30, 2004**. Because of the volume of applications received, it can take **several months** for a grant application to be processed. For this reason, it is important that you not promise a specific training time frame to potential interns - there could be delays in application processing, intern approval, or getting a visa.

**SABIT has told us we need to revise our work plan - what should a good work plan look like?**

A solid work plan should follow the template provided in the Application Kit, and in doing so, detail the weekly activities planned for each intern, noting goals and any specific projects in which the intern is expected to participate. Each week should be described in a brief paragraph. **A one-page work plan is not sufficient.** Adding details about training staff and locations is strongly recommended. SABIT's independent grant panels take the work plan very seriously in evaluating an application.

**Our application has been returned to us, unprocessed. Why?**

When SABIT receives an application that is missing key documents or has not been properly assembled, it is returned to the applicant. In the application packet, SABIT provides precise directions for correctly assembling a suitable grant application. All documents must be provided in the format requested because grants move through multiple offices at Commerce. When incomplete applications arrive, they slow down the review and approval process. If your application has been returned to you, you will find a memo with it, noting the specific reasons. You are welcome to resubmit a complete application **prior to the application deadline**.

**GETTING STARTED--What happens after you have been approved for an award?**

**We've received the award packet with paperwork that needs to be signed and returned - what if we don't get it back to you within a month?**

This paperwork is your agreement to accept SABIT funding. It must be signed and returned to Commerce promptly. **You have one calendar month to return the paperwork, or your award will be cancelled.** The Grants Office at Commerce is very strict about deadlines.

**We haven't heard from our SABIT program officer - what should I do?**

Call SABIT! You are always welcome to call and request a consultation. Your SABIT program officer is there to help you, and he/she wants your grant to be a success! The name of your SABIT program officer is noted in your award letter.

**How long does our company have to complete the training?**

Once a company is selected, **the SABIT award is valid for one (1) year** and all training must be completed within this time frame. If a SABIT award is scheduled to expire before the internship is completed, a request to extend the award must be made at least 30 days prior to the expiration date.

**We're leveraging this grant with funds from other sources - do we have any "wiggle room" with what SABIT covers?**

No. SABIT covers three things only:

1. **International economy class airfare** to/from the intern's home city to the initial U.S. training site (SABIT will cover rail fare or auto service to/from the nearest airport if there is no airport in the intern's home city.)
2. **Per diem** for each intern exclusively at the rate of \$34/day for each day in the United States. If you chose to provide occasional meals for your intern, SABIT cannot reimburse you for that.
3. **Housing** up to \$750 a month (depending on local market rates), per intern. Reimbursement for housing is based on market surveys for the training location. You must provide market survey documentation (classified ads for apartments, etc.) for proper reimbursement. This means that, while you may be reimbursed at a rate of \$750 a month for training in New York, you probably won't be for training in Wichita.

**Under no circumstances does SABIT reimburse for costs other than the three noted above.** If you foresee difficulties in meeting the costs of the proposed project, look for other small grants to supplement SABIT's funding.

## **INTERNS - THE APPLICATION PROCESS**

**What do you mean by intern application process? I already forwarded you the intern's resume(s). Isn't that enough?**

Your award was evaluated based on the information provided in your application about your company, your proposed project and work plan. Your interns still have not been approved. They will need to fill out an intern application, and then they will be interviewed by SABIT staff.

**We don't have a specific intern in mind - how do we find one?**

SABIT can help you. With SABIT's many programs, we get hundreds of applications every year that might be the perfect match to your needs. Contact your SABIT program officer for assistance.

**What are the basic requirements for SABIT interns?**

With few exceptions, all candidates must speak English. They will be spending an extended period of time in the United States, and it will be difficult for them if they cannot interact with others outside of the training. All candidates should have 3-5 years of managerial or research experience.

### **What's the order of activities for us to follow to get our intern here?**

1. Contact your SABIT program officer and provide this information:
  - A. Name/country of your prospective intern
  - B. Desired dates of trainingYour officer will send this information to the appropriate SABIT field office.
2. If your intern has not already completed an internship application, have him do so immediately and forward it to the nearest SABIT field office. Our staff will interview your candidate.
3. Prepare an invitation letter for your intern and send the draft to your SABIT program officer for review/approval (samples are in your packet). When finished, send the invitation to SABIT - we will forward the invitation for you via our field office.
4. Make flight reservations for your intern and provide your SABIT program officer with a copy of the itinerary, so SABIT may review the flights for adherence to Fly America Act regulations.
5. When your intern has his visa, purchase his tickets. **Do NOT purchase tickets before a visa has been granted!**
6. Provide SABIT with proof that you have purchased medical insurance for your intern (using forms provided), at least two weeks prior to the intern arrival.

### **Which SABIT field office will handle our intern's interview and visa?**

- The Moscow, Russia office handles all Russian interns.
- The Kiev, Ukraine office handles Ukrainian, Belorussian, Moldovan, Georgian, Armenian, and Azerbaijani interns.
- The Almaty, Kazakhstan office handles Kazakh, Kyrgyz, Tadjik, Turkmen, and Uzbek interns.

### **Where can our intern get an application?**

SABIT internship candidates can get applications from their nearest SABIT field office. Interns must follow the application directions completely for their documents to be considered.

### **Why does our intern have to go through an interview? I thought we had the final approval!**

SABIT has final approval over all interns. Each intern must go through an interview process to protect you and SABIT. The SABIT Director makes the final decision on each intern, and it is a decision taken very seriously.



**Our intern hasn't been interviewed yet, but we need to buy his airline tickets now to get the best price - should we do it?**

It's not a good idea. Your intern may not pass the interview process, or it may take longer than hoped to get his visa. **Make reservations, but don't purchase tickets until you know your intern is approved and has visa in hand.** Planning as far ahead as possible is key. Keep your SABIT program officer informed of your plans, so he/she can best help you.

**Why does our intern have to fly on an American carrier for his overseas flight?**

Since SABIT is a federally funded program, it is limited by specific government regulations, including the Fly America Act, which requires the use of American carriers whenever possible, for transoceanic flights. If absolutely no American carrier is available, your SABIT program officer can help you with this requirement.

**Why do we have to provide proof of insurance to SABIT two weeks before the intern arrives?**

Your intern must be covered by medical insurance from the moment he arrives in the United States. If you do not have insurance that first day, it is a violation of your award. SABIT needs to verify that your intern is covered before he arrives in country. This is to protect you, your intern, and SABIT.

## **INTERNS - BASICS FOR TRAINING**

**Our intern arrives on the weekend. Can we wait until Monday to give him per diem?**

**No. Interns should be provided with their first two weeks of per diem (\$476) on the day of arrival.** Most interns have very little money upon arrival in the United States. Having their initial per diem on their first day will reduce fears and concerns and provide the intern the possibility to purchase needed basics. Failure to provide interns with per diem upon arrival is a violation of SABIT guidelines.

**Our university requires a U.S. Social Security Number before we can provide per diem - what do we need to do?**

If this is the policy of your university, contact your SABIT program officer well in advance of the arrival of the intern. Your program officer will assist you in assigning a Social Security Number, which will be in place in time for the intern to receive per diem on his first day, per SABIT guidelines.

**How often should we provide per diem payments?**

Most companies provide interns with two weeks per diem at a time. This prevents interns from spending all their per diem at once, and also protects them from the possibility of theft or loss of all their per diem. Sometimes, interns want to hoard their per diem to take back home, and they eat very little. Remind your intern that the per diem is to cover their food costs, and encourage them to eat healthy meals.

**Our intern has requested that we reimburse his visa application fee - are we required to repay him?**

Yes. This is a responsibility of the host company. Visa fees are relatively low-cost for U.S. companies, but represent a considerable amount of money to most interns.

**Do we have an obligation to entertain the intern during non-training hours?**

While there is no specific written obligation on the part of a host company, it is appropriate to find leisure time activities for your intern, to make their internship fulfilling and complete. Hospitality is a vital part of the culture in the former Soviet Union, and it will mean a great deal to your intern to be invited to meals and involved in fun weekend and occasional evening events.

**Will the SABIT program officer be in regular contact with us over the course of the internship?**

Yes. At a minimum, expect a monthly call from your program officer, who will want to speak with your intern to see how he is progressing. SABIT welcomes calls from host companies and interns with any questions that come up during the program.

**Our intern is homesick - how can we help him?**

Often, the dramatic transition from the former Soviet Union to the United States makes homesickness much more intense. If you have Russian-speaking staff members, perhaps they can spend some time socializing with your intern - it can be very comforting to simply spend time speaking and socializing in your native language. Additionally, if there is a Russian-speaking community in your town, you might be able to find cultural activities in which your intern may participate.

**Our intern lost his passport - what do we need to do?**

Getting new documents can take a long time. Contact SABIT immediately, so we can assist you in procuring new documents.

### **We have some problems with our intern - how should we handle it?**

While most interns and hosts are a great match, some pairings are not successful. In some cases, you may find that you need intervention or have difficulties that require the intern to return home earlier than planned. If you feel that you have a problem and need help, please contact your SABIT program officer immediately, and he/she will help you resolve the situation.

Even when the internship is going well, you may encounter issues and surprises that you hadn't anticipated. SABIT is here to help you negotiate any cross-cultural challenges you encounter and make the internship process as smooth as possible.

### **HEADING HOME AND FOLLOW-UP**

#### **The internship is almost over - what do we need to do before the intern leaves?**

Before your intern goes home, he needs to complete a SABIT Intern Exit Questionnaire. This may be submitted via fax, e-mail, or regular mail. When SABIT receives the exit questionnaire, an internship completion certificate will be prepared and forwarded to your intern at your address, prior to his departure.

#### **Our intern bought a lot of things to take home, and his luggage is going to be overweight. Will SABIT cover the additional cost?**

No. The intern must cover any additional costs due to overweight luggage. Warn your intern that overweight luggage charges on international flights can sometimes be hundreds of dollars.

#### **We will be maintaining a working relationship with our intern - should we keep SABIT informed?**

Absolutely! **SABIT is always interested in hearing success stories about host companies and interns.** Any relationship you build or business you do with your intern is a success for all of us. SABIT would like to keep you updated about new opportunities and include your intern in alumni events.

## **FINAL PAPERWORK**

### **What do we need to do to be reimbursed?**

In order to be reimbursed, you must provide complete documentation, per the guidelines provided in your packet from our Grants Office. Along with the standardized government forms, you will have to turn in air receipts, notations of per diem disbursement, and receipts or memos for housing. Additionally, you must provide an end-of-internship report, per the guidelines. **Send all of these documents together to your SABIT program officer. SABIT must review all the documents before they are sent on to the Grants Office for processing.**

### **Is there anything for which we can be reimbursed before the end of the internship?**

Yes. You may provide documentation to be reimbursed for airfare once your intern is in country. Housing and per diem, though, can be reimbursed only at the completion of the internship.

exonerated and reimbursed taxes in each calendar year by Eurodif's total sales during that calendar year. We adjusted Eurodif's sales denominator using the methodology described in the "Purchase at Prices that Constitute 'More Than Adequate Remuneration'" section, above. On this basis, we preliminarily determine a net countervailable subsidy to Eurodif from this program of 0.34 percent *ad valorem* in 2001 and 1.63 percent *ad valorem* in 2002.

#### Verification

In accordance with section 782(i) of the Act, we conducted verification at Eurodif and the GOF on November 11 through November 14, 2003.

#### Preliminary Results of Review

In accordance with section 703(d)(1)(A)(i) of the Act, we have calculated an individual rate for Eurodif, the only company under review, for 2001 and 2002. We preliminarily determine that the total estimated net countervailable subsidy rate is 6.54 percent *ad valorem* for 2001 and 3.03 percent *ad valorem* for 2002.

If the final results of this review remain the same as these preliminary results, the Department intends to instruct the U.S. Customs and Border Protection (CBP), within 15 days of publication of the final results of this review, to liquidate shipments of low enriched uranium from France by Eurodif entered, or withdrawn from warehouse, for consumption from May 14, 2001 through September 11, 2001 at 6.54 percent *ad valorem* and from February 13, 2002 through December 31, 2002 at 3.03 percent *ad valorem* of the f.o.b. invoice price. The Department also intends to instruct CBP to collect cash deposits of estimated countervailing duties at 3.03 percent *ad valorem* of the f.o.b. invoice price on all shipments of the subject merchandise from the reviewed company, entered, or withdrawn from warehouse, for consumption on or after the date of publication of the final results of this review.

Because the URAA replaced the general rule in favor of a country-wide rate with a general rule in favor of individual rates for investigated and reviewed companies, the procedures for establishing countervailing duty rates, including those for non-reviewed companies, are now essentially the same as those in antidumping cases, except as provided for in section 777A(e)(2)(B) of the Act. The requested review will normally cover only those companies specifically named. See 19 CFR 351.213(b). Pursuant to 19 CFR

351.212(c), for all companies for which a review was *not* requested, duties must be assessed at the cash deposit rate, and cash deposits must continue to be collected, at the rate previously ordered. As such, the countervailing duty cash deposit rate applicable to a company can no longer change, except pursuant to a request for a review of that company. See *Federal-Mogul Corporation and The Torrington Company v. United States*, 822 F.Supp. 782 (CIT 1993) and *Floral Trade Council v. United States*, 822 F.Supp. 766 (CIT 1993) (interpreting 19 CFR 353.22(e), the antidumping regulation on automatic assessment, which is identical to 19 CFR 351.212(c)(ii)(2). Therefore, the cash deposit rates for all companies except those covered by this review will be unchanged by the results of this review.

We will instruct CBP to continue to collect cash deposits for non-reviewed companies at the most recent company-specific or country-wide rate applicable to the company. Accordingly, the cash deposit rates that will be applied to non-reviewed companies covered by this order will be the rate for that company established in the most recently completed administrative proceeding. See *Notice of Amended Final Determination and Notice of Countervailing Duty Order: Low Enriched Uranium from France*, 67 FR 6889 (February 13, 2002). These rates shall apply to all non-reviewed companies until a review of a company assigned these rates is requested.

#### Public Comment

Pursuant to 19 CFR 351.224(b), the Department will disclose to parties to the proceeding any calculations performed in connection with these preliminary results within five days after the date of the public announcement of this notice. Pursuant to 19 CFR 351.309, interested parties may submit written comments in response to these preliminary results. Unless otherwise indicated by the Department, case briefs must be submitted within 30 days after the date of publication of this notice, and rebuttal briefs, limited to arguments raised in case briefs, must be submitted no later than five days after the time limit for filing case briefs, unless otherwise specified by the Department. Parties who submit argument in this proceeding are requested to submit with the argument: (1) a statement of the issue, and (2) a brief summary of the argument. Parties submitting case and/or rebuttal briefs are requested to provide the Department copies of the public version on disk. Case and

rebuttal briefs must be served on interested parties in accordance with 19 CFR 351.303(f). Also, pursuant to 19 CFR 351.310, within 30 days of the date of publication of this notice, interested parties may request a public hearing on arguments to be raised in the case and rebuttal briefs. Unless the Secretary specifies otherwise, the hearing, if requested, will be held two days after the date for submission of rebuttal briefs, that is, thirty-seven days after the date of publication of these preliminary results.

Representatives of parties to the proceeding may request disclosure of proprietary information under administrative protective order no later than 10 days after the representative's client or employer becomes a party to the proceeding, but in no event later than the date the case briefs, under 19 CFR 351.309(c)(ii), are due. The Department will publish the final results of this administrative review, including the results of its analysis of arguments made in any case or rebuttal briefs.

This administrative review is issued and published in accordance with sections 751(a)(1) and 777(I)(1) of the Act (19 U.S.C. 1675(a)(1) and 19 U.S.C. 1677f(I)(1)).

Dated: January 29, 2004.

**James J. Jochum,**

*Assistant Secretary Import Administration.*

[FR Doc. 04-2523 Filed 2-4-04; 8:45 am]

**BILLING CODE 3510-DS-S**

## DEPARTMENT OF COMMERCE

### International Trade Administration

[Docket No. 040129030-4030-01]

#### Special American Business Internship Training Program (SABIT)

**AGENCY:** International Trade Administration (ITA), U.S. Department of Commerce.

**ACTION:** Notice.

**SUMMARY:** This Notice announces availability of funds for the Special American Business Internship Training Program (SABIT), for training business executives and scientists (also referred to as "Interns") from Eurasia (see program description for eligible countries). The amount of financial assistance available for the program is \$1,500,000.

**DATES:** Applications must be received by 5 p.m. Eastern Time on April 23, 2004. Processing of complete applications takes approximately three

to six months. All awards will be made by September 30, 2004.

**ADDRESSES:** Request for Applications: Competitive Application Kits will be available from ITA starting on the day this notice is published. To obtain a copy of the Application Kit please contact SABIT by: (1) E-mail at [SABITApply@ita.doc.gov](mailto:SABITApply@ita.doc.gov), providing your name, company name and address; (2) Telephone (202) 482-0073; (3) The World Wide Web at <http://www.mac.doc.gov/sabit/sabit.html>; (4) Facsimile (202) 482-2443; (5) Mail: Send a written request with two self-addressed mailing labels to Application Request, The SABIT Program, U.S. Department of Commerce, 1401 Constitution Avenue, NW., FCB 4100W, Washington, DC 20230. The telephone numbers are not toll free numbers. Only one copy of the Application Kit will be provided to each organization requesting it, but it may be reproduced by the requesters.

**FOR FURTHER INFORMATION CONTACT:** Tracy M. Rollins, Director, SABIT Program, U.S. Department of Commerce, phone (202) 482-0073, facsimile (202) 482-2443. These are not toll free numbers.

**SUPPLEMENTARY INFORMATION:** *Electronic Access:* The full funding opportunity announcement for the SABIT program is available via Web site: <http://www.fedgrants.gov> or by contacting the program official identified above.

*Funding Availability:* Pursuant to section 632(a) of the Foreign Assistance Act of 1961, as amended (the "Act") funding to the U.S. Department of Commerce (DOC) for the program will be provided by the United States Agency for International Development (AID). ITA will award financial assistance and administer the program pursuant to the authority contained in section 635(b) of the Act and other applicable grant rules. The amount of financial assistance available for the program is \$1,500,000. Additional funding may become available at a future date.

**Statutory Authority:** 22 U.S.C. 2395(b).

*Catalog of Federal Domestic Assistance (CFDA):* 11.114, Special American Business Internship Training Program.

*Program Description:* The Department of Commerce, International Trade Administration (ITA) established the SABIT program in September 1990 to assist Eurasia's transition to a market economy. Since that time, SABIT has been supporting U.S. companies and organizations that wish to provide business executives and scientists from Eurasia three to six month programs of

hands-on training in a U.S. market economy. Under the SABIT program, qualified U.S. firms will receive funds through a cooperative agreement with ITA to help defray the cost of hosting Interns. The training must take place in the United States. ITA will approve Eurasian managers or scientists nominated by participating U.S. companies, or assist in identifying eligible candidates. Interns may be from any of the following countries in Eurasia: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. Some Eurasian countries may have certain restrictions with regard to U.S. funding. These restrictions, and any waivers of restrictions, are made by the U.S. Department of State, not the SABIT program. Information on current restrictions is available upon request, but new restrictions may be put into place after a grant is awarded. The U.S. firms will be expected to provide the Interns with a hands-on, non-academic, executive training program designed to maximize their exposure to management or commercially oriented scientific operations. At the end of the training program, the Intern must return to his/her home country. If there is any evidence of a conflict of interest between the nominated Intern and the company, the Intern is disqualified.

*Managers:* SABIT assists economic restructuring in Eurasia by providing mid-to-senior level business managers with practical training in American methods of innovation and management in such areas as strategic planning, financing, production, distribution, marketing, accounting, wholesaling, and/or labor relations. This first-hand experience in the U.S. economy enables Interns to become leaders in establishing and operating a market economy in Eurasia, and creates a unique opportunity for U.S. firms to familiarize key executives from Eurasia with their products and services. Sponsoring U.S. firms will benefit by establishing relationships with managers in similar industries who are uniquely positioned to assist their U.S. sponsors in doing business in Eurasia.

*Scientists:* SABIT provides opportunities for gifted scientists to apply their skills to peaceful research and development in the civilian sector, in areas such as defense conversion, medical research, and the environment, and exposes them to the role of scientific research in a market economy where applicability of research relates to business success. Sponsoring firms in the U.S. scientific community also benefit from exchanging information

and ideas, and different approaches to new technologies.

All internships are three to six months; however, ITA reserves the right to allow an Intern to stay for a shorter period of time (no less than one month). ITA will reimburse companies for the round trip international travel (coach class tickets) of each Intern from the Intern's home city in Eurasia to the U.S. internship site, a stipend of \$34 per day to the Intern(s), and housing costs of up to \$500.00 per month (excluding utilities or telephone services). For cities with higher costs of living, up to \$750.00 a month (excluding utilities or telephone services) may be reimbursed. Interns must return to their home countries immediately upon completion of their U.S. internships.

U.S. firms wishing to utilize SABIT in order to be matched with an intern without applying for financial assistance may do so. Such firms will be responsible for all costs, including travel expenses, related to sponsoring the intern. However, prior to acceptance as a SABIT intern, work plans and candidates must be approved by the SABIT Program. Furthermore, program training will be monitored by SABIT staff and evaluated upon completion of training. ITA does not guarantee that it will match Applicants with the profile provided to SABIT.

*Award Period:* Recipient firms will have one year from the date listed on the Financial Assistance Award form, CD-450, in order to use the funds. However, DOC reserves the right to allow an extension if the recipient can justify the need for extra time.

*Eligibility:* Eligible applicants for the SABIT program will include all for-profit or non-profit U.S. corporations, associations, organizations or other public or private entities located in the United States. Agencies or divisions of the Federal Government are not eligible. However, state and local governments are eligible.

*Matching Requirements:* The budget will not include matching requirements, however, recipients are expected to bear the costs beyond the \$34 per day stipend, additional lodging costs (including utilities and local telephone service) beyond the reimbursed amount, any training-related travel within the United States, visa cost, emergency medical insurance, training manuals and provisions of the hands-on training for the Interns.

*Project Funding Priorities:* Applicant must indicate involvement in priority business sector(s). While Applicants involved in any industry sector may apply to the program, priority consideration is given to those operating

in the following sectors: (a) Agribusiness (including food processing and distribution, and agricultural equipment), (b) Defense conversion, (c) Energy, (d) Environment (including environmental clean-up), (e) Financial services (including banking and accounting), (f) Housing, construction and infrastructure, (g) Medical equipment, supplies, pharmaceuticals, and health care management, (h) Product standards and quality control, (i) Telecommunications, (j) Transportation and (k) Biotechnology. Priority funding will also be given to applicants applying to host Interns from the following countries: Armenia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan.

**Evaluation and Selection Procedures:** Each application will receive an independent, objective review by one or more three or four-member review panels qualified to evaluate applications submitted under the program. Panels may include federal employees and non-federal individuals. No consensus advice will be given by the panel. Applications will be evaluated on a competitive basis after the deadline date in accordance with the selection evaluation criteria set forth above. Applicants that have received a passing score of 70 or above, based on the evaluation criteria weighting, will be ranked and awards will be made until funds are depleted. Applicants receiving scores below 70 will not be considered. ITA reserves the right to limit the award amount as well as the number of Interns per applicant.

Applicants must provide evidence of a satisfactory record of performance in grants, contracts and/or cooperative agreements with the Federal Government, if applicable. (Applicants who are or have been deficient in current or recent performance in their grants, contracts, and/or cooperative agreements with the Federal Government shall be presumed to be unable to meet this requirement.) If applicant has a Federal Government Performance Record Statement, this must be noted as specified in the Application Kit. If there is no record to date, the Applicant should indicate this. Not having a record of performance will not count against an organization.

**Evaluation Criteria:** Consideration for financial assistance will be given to those SABIT proposals that provide the following:

(1) **Work Plan.** The Applicant organization must provide a detailed work plan for the intended training. If the Applicant organization is providing different training plans for different Interns, it MUST attach a separate work

plan for each. If Interns will be trained on the same plan, only one plan needs to be attached. If an internship will take place at several organizations, a work plan for each organization must be provided. The work plan must include: (a) A detailed week-by-week description of internship activities; (b) a description of the intern's duties and responsibilities; (c) complete contact information for the everyday internship coordinator; (d) locations of training within the company, if the internship(s) will be in different divisions; (e) locations of training outside the company. If the Intern will spend substantial amounts of time at one or more external organizations or companies (over one week) the organization MUST provide a letter from each of those companies, indicating their willingness and ability to provide the planned training. **Evaluation Scale:** 0–40 points.

(2) **Training Objectives Statement.** The Applicant organization must provide an objectives statement, clearly titled "Training Objectives" with the name of the Applicant organization noted indicating why the organization wishes to provide a professional training experience to a Eurasian manager or scientist. The Applicant organization must explain how the proposed training would further the intent and goals of the SABIT program to provide practical, on-the-job, non-academic, non-classroom training for a professional-level Intern. **Evaluation Scale:** 0–30 points.

(3) **Intern Description(s) and Resume(s):** The Applicant organization should provide descriptions for all the Interns requested. This description should note the experience, education, and skills desired in a qualified candidate for the training they intend to provide. If an organization wants Interns from a specific region or country of Eurasia, it should be indicated in the application. If an organization has nominated candidates for training, their resumes must be attached. Additionally, the organization must describe for SABIT the relationship they have with the nominated candidates. All Intern candidates must meet SABIT criteria in order to participate. **Evaluation Scale:** 0–15 points.

(4) **Financial Resources Documentation:** Evidence of adequate financial resources of the Applicant organization to cover the costs involved in providing an internship(s). Evidence may include a published annual report, or a letter from the company's outside, independent accountant attesting to the organization's financial ability to support the training program planned

and the funds requested or a letter from the organization's bank. All letters must be on the accountant's or bank's letterhead and addressed to the United States Department of Commerce. **Evaluation Scale:** 0–15 points.

Evaluation criteria are listed in decreasing importance. That is, evaluation criterion 1 is most important, followed by criterion 2, etc.

**Selection Factors:** The final selecting official reserves the right to choose or recommend recipients based on U.S. geographic location, organization size as well as priority business sectors and country priorities (listed in Project Funding Priorities, above) and past performance, when making awards. Recipients may be eligible, pursuant to approval of an amendment of an active award, to host additional interns under the program. The Director of the SABIT Program is the final selecting official for each award.

#### **Intergovernmental Review:**

Applications under this program are not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

**Application Forms and Kit:** To obtain an Application Kit, please refer to the section above marked **ADDRESSES**. An original and two copies of the application (including all relevant standard forms and supplemental material) are to be sent to the address designated in the Application Kit and received no later than 5 p.m. Eastern Time on the closing date. Sign the original application (including forms) with blue ink.

**Other Requirements:** Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements, which are contained in **Federal Register** Notice of October 1, 2001 (66 FR 49917), as amended by the Notice published on October 30, 2002 (67 FR 66109), are applicable.

All applicants are advised of the following:

1. Participating companies will be required to comply with all relevant U.S. tax and export regulations. Export controls may relate not only to licensing of products for export, but also to technical data transfer. The U.S. Department of Commerce's Bureau of Industry and Security (BIS formerly BXA, the Bureau of Export Administration) reviews applications in question to determine whether export licenses are required. SABIT will not award a grant until the export license issue has been satisfied.

2. The following statutes apply to this program: Section 907 of the FREEDOM Support Act, Public Law 102–511, 22

U.S.C. 5812 note (Restriction on Assistance to the Government of Azerbaijan); Public Law 107-115 (Waiver of Section 907 of the Freedom Support Act); 7 U.S.C. 5201 *et seq.* (Agricultural Competitiveness and Trade—the Bumpers Amendment); The Foreign Assistance Act of 1961, as amended, including Chapter 11 of Part I, section 498A(b), Public Law 102-511, 22 U.S.C. 2295a(b) (regarding ineligibility for assistance); 22 U.S.C. 2420(a), section 660(a) of The Foreign Assistance Act of 1961, as amended (Police Training Prohibition); and provisions in the annual Foreign Operations, Export Financing, and Related Programs Appropriations Acts, concerning impact on jobs in the United States (*see, e.g.*, 536 of Pub. L. 106-113).

3. The collection of information is approved by the Office of Management and Budget, OMB Control Number 0625-0225. Public reporting for this collection of information is estimated to be six hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be protected from disclosure to the extent allowed under the Freedom of Information Act.

The use of Standard Forms 270, 424 and 424B is approved under OMB Control Numbers 0348-0004, 0348-0043 and 0348-0040, respectively. Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, NW., Washington, DC 20230.

4. *Executive Order 12866*: It has been determined that this notice is not significant for purposes of E.O. 12866.

5. *Executive Order 13132*: It has been determined that this notice does not contain policies with Federalism implications as that term is defined in E.O. 13132.

6. *Administrative Procedure Act/Regulatory Flexibility Act*: Because prior notice and opportunity for public comment are not required by the Administrative Procedure Act for rules concerning public property, loans, grants, benefits and contracts (5 U.S.C.

553(a)(2)), a Regulatory Flexibility Analysis is not required and has not been prepared for this notice (5 U.S.C. 601 *et seq.*).

Dated: February 2, 2004.

**Tracy M. Rollins,**

*Director, SABIT Program.*

[FR Doc. 04-2457 Filed 2-4-04; 8:45 am]

**BILLING CODE 3510-HE-P**

## DEPARTMENT OF COMMERCE

### National Oceanic and Atmospheric Administration

[I.D. 013004F]

#### Mid-Atlantic Fishery Management Council; Public Meeting

**AGENCY:** National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Commerce.

**ACTION:** Notice of public meeting.

**SUMMARY:** The Joint Mid-Atlantic Fishery Management Council (MAFMC) and the New England Fishery Management Council (NEFMC) Spiny Dogfish Committee will hold a public meeting.

**DATES:** The meeting will be held on Wednesday, February 18, 2004, from 9 a.m. to 5 p.m.

**ADDRESSES:** The meeting will be held at the Comfort Inn Airport, 1940 Post Road, Warwick, RI; telephone: 401-732-0470.

*Council address:* Mid-Atlantic Fishery Management Council, 300 S. New Street, Room 2115, Dover, DE 19904.

**FOR FURTHER INFORMATION CONTACT:** Daniel T. Furlong, Executive Director, Mid-Atlantic Fishery Management Council; telephone: 302-674-2331, ext. 19.

**SUPPLEMENTARY INFORMATION:** The purpose of this meeting is to identify issues to be included in the hearing draft of Amendment 1 to the Spiny Dogfish Fishery Management Plan.

Although non-emergency issues not contained in this agenda may come before this group for discussion, those issues may not be the subject of formal action during this meeting. Action will be restricted to those issues specifically identified in this notice and any issues arising after publication of this notice that require emergency action under section 305(c) of the Magnuson-Stevens Fishery Conservation and Management Act, provided the public has been notified of the Council's intent to take final action to address the emergency.

## Special Accommodations

This meeting is physically accessible to people with disabilities. Requests for sign language interpretation or other auxiliary aids should be directed to Joanna Davis at the Mid-Atlantic Council Office (*see ADDRESSES*) at least 5 days prior to the meeting date.

Dated: February 2, 2004.

**Peter H. Fricke,**

*Acting Director, Office of Sustainable Fisheries, National Marine Fisheries Service.*

[FR Doc. 04-2415 Filed 2-4-04; 8:45 am]

**BILLING CODE 3510-22-S**

## DEPARTMENT OF COMMERCE

### National Oceanic and Atmospheric Administration

[I.D. 013004E]

#### Endangered Species; File No.1295

**AGENCY:** National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Commerce.

**ACTION:** Receipt of application for modification

**SUMMARY:** Notice is hereby given that the NMFS Northeast Fisheries Science Center (Responsible Official- Dr. John Boreman), 166 Water Street, Woods Hole, MA 02543-1097, has requested a modification to scientific research Permit No. 1295.

**DATES:** Written or telefaxed comments must be received on or before March 8, 2004.

**ADDRESSES:** The modification request and related documents are available for review upon written request or by appointment in the following offices:

Permits, Conservation and Education Division, Office of Protected Resources, NMFS, 1315 East-West Highway, Room 13705, Silver Spring, MD 20910; phone (301)713-2289; fax (301)713-0376; and Northeast Region, NMFS, One Blackburn Drive, Gloucester, MA 01930-2298; phone (978)281-9200; fax (978)281-9371.

Written comments or requests for a public hearing on this request should be submitted to the Chief, Permits, Conservation and Education Division, F/PR1, Office of Protected Resources, NMFS, 1315 East-West Highway, Room 13705, Silver Spring, MD 20910. Those individuals requesting a hearing should set forth the specific reasons why a hearing on this particular modification request would be appropriate.

Comments may also be submitted by facsimile at (301)713-0376, provided the facsimile is confirmed by hard copy